

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

MEDICAID/FAMIS ELIGIBILITY SPECIALIST

Role Title: Program Administration Specialist I

Position #W0224

HOURLY POSITION – NO STATE BENEFITS

Pay Band 4, Level I - Hiring Range: \$15.37 - \$21.00 per hour

Closing Date: October 13, 2014

Unique opportunity in Maternal and Child Health Division of DMAS for eligibility specialist to be responsible for timely resolution of issues and inquiries received from the Cover Virginia Call Center/Central Processing Unit. The incumbent acts as liaison between various entities and is responsible for processing newborn enrollments, Medicaid/FAMIS enrollments, quality assurance and customer service. Interested applicants must have considerable knowledge of eligibility requirements and policies and procedures for the Medicaid/FAMIS program. Requires demonstrated ability to effectively manage a caseload, and organize and prioritize work assignments. Must have demonstrated ability to communicate effectively both verbally and in writing with all levels of professional staff internal and external to the organization. Requires proficiency using PC applications such as word processing, MMIS, Virginia Case Management System (VaCMS), and State Verification Exchange System (SVES). Requires demonstrated ability to analyze data and resolve problems, as well as interpret state and federal regulations. Experience as a Medicaid eligibility worker with knowledge of family and children's programs preferred. Degree in sociology, education or related field preferred; experience and training may substitute for degree. **THIS IS AN HOURLY POSITION LIMITED TO 29 HOURS PER WEEK.**

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA